

**Attachment A**  
**University of North Carolina**  
**Mobile Communication Device Allowance Request Form**

**Request Type:**

XX New Begin Month (Month, Year): \_\_\_\_\_  
\_\_\_\_\_ Annual Renewal End date (Month, Year) \_\_\_\_\_  
\_\_\_\_\_ Terminate Terminate date (Month, Year) \_\_\_\_\_

**Payroll Account::** \_\_\_\_\_

**Employee Information:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Division/ Department: \_\_\_\_\_

**Indicate MCD allowance(s) requested and provide business use justification for each device allowance requested below:**

<b>MCD Allowance(s) Requested (Y/N)</b>	<b>Service Description</b>	<b>Business Use Justification</b> Please specify justification for remote communication need. (e.g. IT support services staff providing 24/7 end user support requiring 300 minutes of cell phone service.) Attach a copy of the employee's service provider invoice, University cell phone call history reports, or other business use supporting documentation to substantiate your business use.
	<b>Cell Phone (\$36/Month)</b>	IF APPLICABLE, COMPLETE THIS SECTION  <b>Transfer GA Number to My Personal Phone: Y/N</b>
	<b>Personal Digital Assistant (PDA) (\$49/Month)</b>	IF APPLICABLE, COMPLETE THIS SECTION
	<b>University-Provided Digital Assistant (PDA)</b>	Permanent member of GAC, requiring 24/7 communication with the President on University information resource matters  <b>I will not load a personal cell number on this device</b>

**Operating Parameters:**

1. UNC General Administration's MCD allowances will be paid through payroll as an unaccountable taxable fringe benefit according to the IRS (no documentation of business use is required). Annually, employees and management must recertify MCD allowances using this same approval process by May 31<sup>st</sup> to be continued into the new fiscal year.
2. Since the allowance includes equipment depreciation, the University will not purchase nor replace cell phone or PDA equipment for employees receiving a MCD allowance.
3. For involuntary employment terminations (e.g. RIF, dismissal), the University will pay applicable service cancellation fees.
4. Employees receiving a MCD will be required to have their cell phones and/or PDA with them, charged and operational at all times, with the cell phone number listed on the GA directory.
5. The allowance and records of associated business use will be subject to the Public Records Act.

**Employee / Supervisor / Management Certification and Signature:**

I certify that I will use the funds requested toward the business use designated above, and promptly report any changes in the level of those business expenses to my supervisor. I will maintain my mobile communication device service and operation for University business. I further certify that I have read, understood and will comply with UNC-GA's mobile communication device operating parameters described above.

\_\_\_\_\_  
Employee's Signature (Required) Date

**Departmental / University Head or Designee Certification and Signature:**

I certify that the requested allowance is needed for this employee, to cover University-related expenditures for the mobile communication device services described above. I certify that the allowance has been justified to UNC-GA's Mobile Communication Device Allowance standard.

\_\_\_\_\_  
Employee's Supervisor / Department Head (Required) Date

\_\_\_\_\_  
Chief of Staff or Senior VP for Academic Affairs (Required) Date